

Withdraw Proposal

1 Introduction

After a proposal is submitted to a Department of Energy (DOE) Office of Science (SC) Funding Opportunity Announcement (FOA) there may be a need to withdraw the proposal from consideration.

The purpose of this document is to provide step-by-step instructions for users to follow to withdraw a proposal from PAMS.

2 Prerequisites

Before a user can withdraw a proposal, the following criterion must be met:

- The user has an active external PAMS account.
- The user is the SRO/AO/BO on the proposal.
- The user has access to the proposal.
- The user has received notification that the Program Manager (PM) has been assigned.

3 Withdrawing your Proposal

Use the following steps to withdraw your proposal.

1. Log in to the PAMS External website at: <https://pamspublic.science.energy.gov/webpamsepsexternal/login.aspx> (Figure 1).

The screenshot displays the PAMS External Login interface. At the top, the U.S. Department of Energy Office of Science logo is visible alongside the text 'Portfolio Analysis And Management System'. Below this, a navigation bar includes 'Login' and 'Existing User' tabs. The 'Existing User Login' form features input fields for 'Username' and 'Password', a 'Login' button, and links for 'Forgot Password' and 'Forgot Username'. To the right, a 'New User Registration' section offers links for 'Search Solicitations' and 'Create New PAMS Account', while an 'Other Links' section provides access to 'Award Search', 'Recommended Settings', 'Contact Us', and the 'PAMS User Guide'. A 'System Use Notification' section at the bottom contains a disclaimer and a consent statement. The footer includes links for 'Acceptable Use Policy', 'Viewers And Players', 'Contact Us', and 'PAMS External User Guide', as well as product and platform details.

Figure 1. PAMS External Login

2. PAMS will load the homepage. Click the **Proposal Tab** at the top menu or **View My Proposals** under Common Actions for Applicants (Figure 2). PAMS will load the My Proposal page.

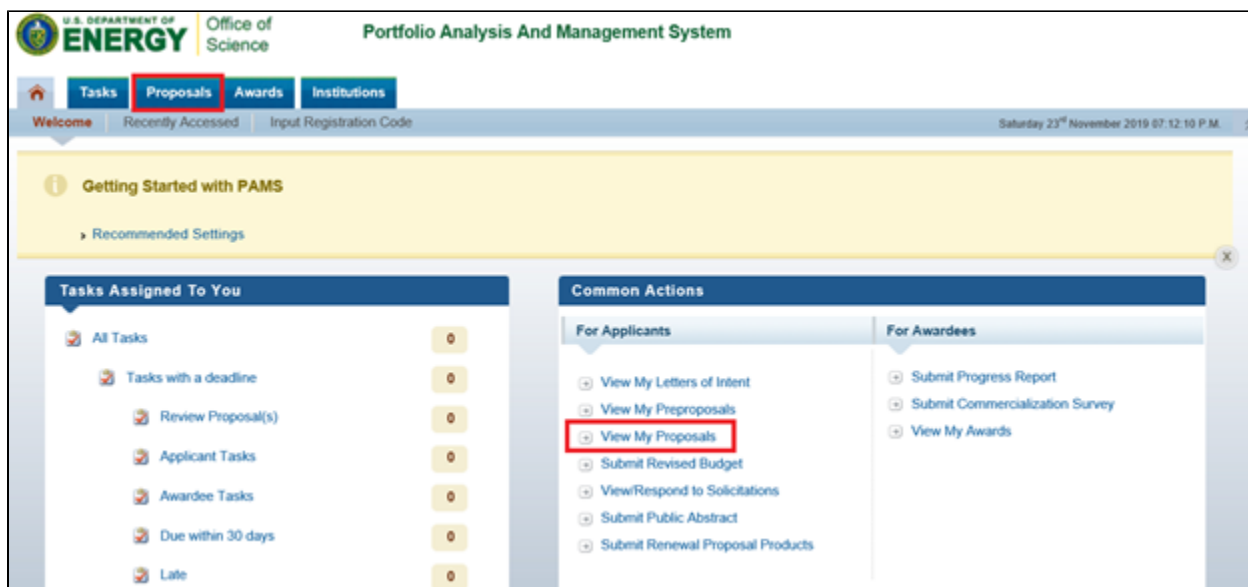


Figure 2. PAMS Homepage – View My Proposals

3. Locate the proposal for which you would like withdraw, and click **Withdraw Proposal** in the Actions section of the **Actions/Views** menu in the Options column. If necessary, use the filters in the grid or click the **Search** link on the right above the grid to find a proposal (Figure 3).

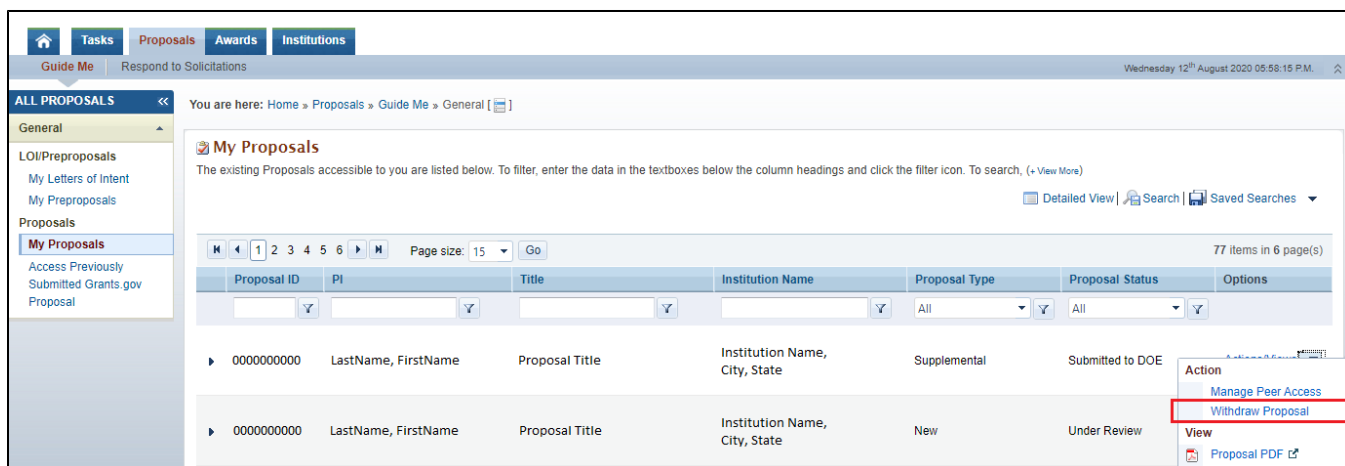
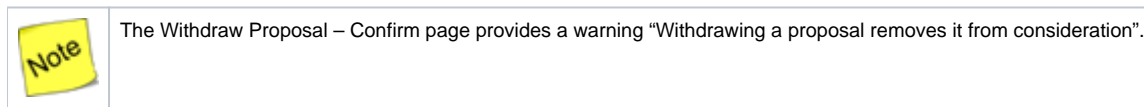


Figure 3. PAMS Homepage – My Proposals

4. The Withdraw Proposal – Confirm page will display. You are required to enter comments providing a reason why you are withdrawing a proposal (Figure 4).

5. Once you have entered your comments and uploaded any optional attachments, click **Confirm** in the lower right corner of the page (Figure 4).



Withdraw Proposal - Confirm

This page enables you to withdraw a proposal. You must provide a reason for withdrawing the proposal in the Comments section. You may attach an optional supporting (- View More)

Warning: Withdrawing a proposal removes it from consideration.

Comments

Approximately 4 pages (Max 8000 Characters without spaces): **8000** Characters left.

Attachment (Maximum 1) Attach File

No documents attached

Cancel
Confirm

Figure 4. Withdraw Proposal – Confirm

6. A Success Message will be displayed and the proposal status will be updated to Withdrawn (Figure 5).

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Wednesday 12th August 2020 08:51:33 P.M.

ALL PROPOSALS

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LOI/Preproposals

My Letters of Intent

My Preproposals

Proposals

My Proposals

Access Previously Submitted Grants.gov Proposal

You are here: Home » Proposals » Guide Me » General []

My Proposals

The existing Proposals accessible to you are listed below. To filter, enter the data in the textboxes below the column headings and click the filter icon. To search, (- View More)

Success:
Proposal has been withdrawn successfully.

[Detailed View](#) | [Search](#) | [Saved Searches](#)

Proposal ID	PI	Title	Institution Name	Proposal Type	Proposal Status	Options
0000000000	LastName, FirstName	Proposal Title	Institution Name, City, State	New	Withdrawn	Actions/Views
0000000000	LastName, FirstName	Proposal Title	Institution Name, City, State	New	Declined	Actions/Views

Figure 5. My Proposals – Success Message